

# CHAPTER 1

## GENERAL ADMINISTRATION

Records and reports are the bywords in administration. They are vital in each of the following department and division functions:

- The supervision and assignment of ETs
- The upkeep and cleanliness of the spaces
- Electronics supply
- Allocation of funding
- Procurement of tools; consumables (such as fuses, bulbs, solder), and equipage items to replace those lost, expended, or surveyed

Without records and reports, performing these functions would be impossible.

As an ET2, you will be involved with either creating or maintaining various administrative records and reports in addition to maintaining and repairing electronic equipment.

In this chapter we will discuss some of the reports that you may be involved in filling out. We will also cover the different periodicals that will assist you in your administrative responsibilities.

### REPORTS

Reports, like inspections, are a “necessary evil” to the working technician. Without reports and a system of accountability, our job of maintenance and repair would be impossible. There would be no way to maintain supply support for our equipment, no way to know what equipment was on board, in what quantity, or where. In this section, we will introduce surveys, getting under way reports, casualty reports, and trouble reports and logs.

### SURVEY

A survey is made and reported when naval property is (1) condemned as a result of damage, obsolescence, or deterioration, or (2) acknowledged to be nonexistent because of loss, theft, or total destruction. Figure 1-1 is a sample of the Report of Survey, DD Form 200.

You can find more information on DD Form 200 in NAVSUP P-485, *Afloat Supply Procedures*, located in your supply department.

### GETTING UNDER WAY REPORT

The electronics material officer (EMO) is normally responsible for turning in an equipment status report before getting under way. You may be asked to furnish information about the equipment in your work center or about such diverse areas as:

- Major systems status
- Estimated time of repair (ETR)
- Power out and MDS readings from the radars
- Power out and receiver sensitivity readings from communications equipment

This report is usually a locally generated form and may vary between commands.

### CASUALTY REPORT (CASREP)

The CASREP system contains four types of reports: initial, update, correct, and cancel. CASREPs are not a substitute for, but are in addition to and complement, 3-M data. You can find information on preparation and submission of casualty reports in *Operational Reports*, NWP 10-1-10 (formerly NWP 7 [REV. A]).

### TROUBLE REPORTS AND LOGS

Trouble reports and logs are locally generated and, if used, are a great help in filling out 3-M documents. They are usually filled out each time an equipment trouble is detected. These reports and logs indicate such things as equipment affected, nature of the trouble, and time of failure. When the trouble has been corrected, the technician ensuring that the correction has been completed should then make an entry on the report or in the log stating so with the date of completion and his or her signature.

Other locally generated logs that your shop may maintain are a *test equipment checkout log*, to track test equipment on loan to other divisions; a *consumable usage log*, to track the use of the shop's consumable supplies; and a *tool accountability log*, to track the tools issued to individuals.

| REPORT OF SURVEY   |                |   |  | 1. DATE   |                 | 2. SURVEY NUMBER            |  |
|--|----------------|---|--|---|-----------------|-----------------------------|--|
| 3. CLASS OF PROPERTY   |                |   | 4. STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD AND STATION |   |                 |                             |  |
| 5. ACCOUNTABLE OR RESPONSIBLE OFFICER (Name, grade, SSN and designation)   |                |   |  |   |                 |                             |  |
| 6. NATIONAL STOCK NUMBER   | 7. DESCRIPTION | 8. QUANTITY   | 9. UNIT PRICE  | 10. TOTAL COST                                      | 11. DISPOSITION |                             |  |
|  |                |   |  |   |                 |                             |  |
| RECOMMENDED PECUNIARY CHARGE →   |                |   |  | 12. FOR LOSS  |                 | 13. FOR DAMAGE              |  |
| 14. DATE AND CIRCUMSTANCES   |                |   |  |   |                 |                             |  |
| 15. <u><b>AFFIDAVIT</b></u><br><br>I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service. |                | 16. <u><b>CERTIFICATE</b></u><br><br>I certify that the loss, destruction, damage, or unserviceability of the articles of public property shown above, and/or on attached sheets, was caused in the manner stated and without fault or neglect on my part, and that each article listed with a view to elimination by destruction has been examined by me personally, has never been previously condemned, and is, in my opinion, worthless for further public use. |  | 18. THIS SPACE RESERVED FOR ACTION BY AUTHORITY OF: |                 |                             |  |
| SIGNATURE  |                | SIGNATURE (Accountable or Responsible Officer)  |  |   |                 |                             |  |
| NAME, GRADE, SSN AND ORGANIZATION  |                | NAME, GRADE, SSN AND ORGANIZATION   |  |   |                 |                             |  |
| SUBSCRIBED AND SWORN TO (or affirmed)<br><br>BEFORE ME AT<br><br>THIS _____ DAY OF _____ 19____  |                | 17. HEADQUARTERS<br><br>STATION _____ DATE _____  |  |   |                 |                             |  |
| SIGNATURE  |                | TO _____  |  |   |                 |                             |  |
| NAME, GRADE, SSN AND ORGANIZATION OR TITLE; IF NOTARY PUBLIC, AFFIX SEAL   |                | YOU ARE APPOINTED SURVEYING OFFICER<br><br>BY ORDER OF _____<br><br>SIGNATURE OF ADJUTANT/EXECUTIVE OFFICER & DATE _____  |  |   |                 |                             |  |
|  |                |   |  |   |                 | 19. PROPERTY VOUCHER NUMBER |  |

DD FORM 200  
1 DEC 73

EDITION OF 1 APR 73 MAY BE USED UNTIL EXHAUSTED  
S/N 0102-LF-000-2000

Figure 1-1.—Report of Survey, DD Form 200.

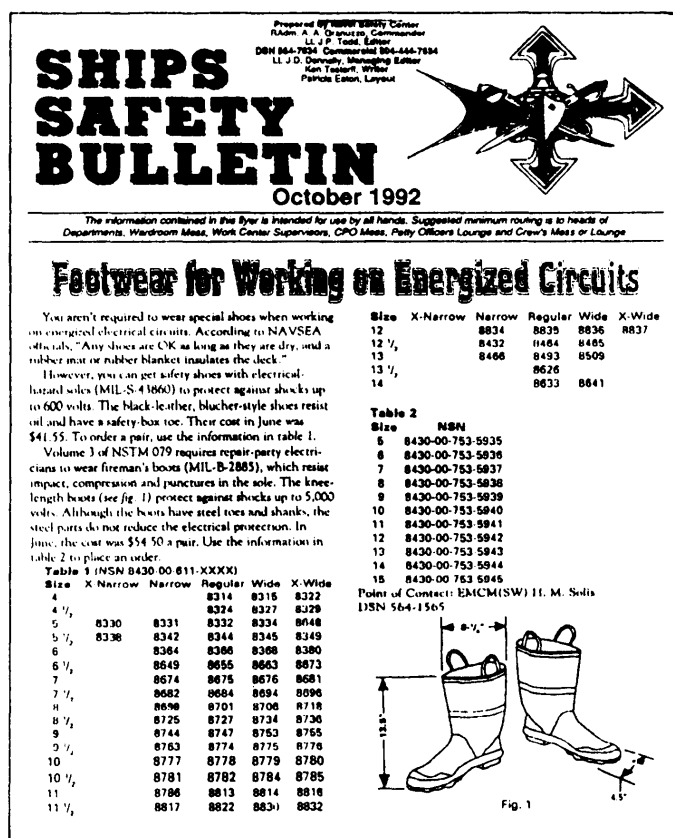


Figure 1-2.—SHIPS SAFETY BULLETIN cover page.

## PERIODICALS

Periodicals come in many variations. They maybe bulletins, magazines, messages, or publications. The periodicals that we discuss in the following paragraphs will bring you updates on equipment, safety items, and overall information that could affect you as an ET.

### SHIPS SAFETY BULLETIN

The *SHIPS SAFETY BULLETIN* is published by the Naval Safety Center in Norfolk, Virginia. It is distributed on a monthly basis. Since it is a safety bulletin, the issues should be kept in a binder in the work center for reference.

This bulletin covers all aspects of safety information, from electrical safety shoes to revisions of safety courses. If your work center does not maintain copies of the *SHIPS SAFETY BULLETIN*, find out where they are kept and review them to keep yourself up to date on safety related items. Figure 1-2 is an illustration of the front cover of the *SHIPS SAFETY BULLETIN*.

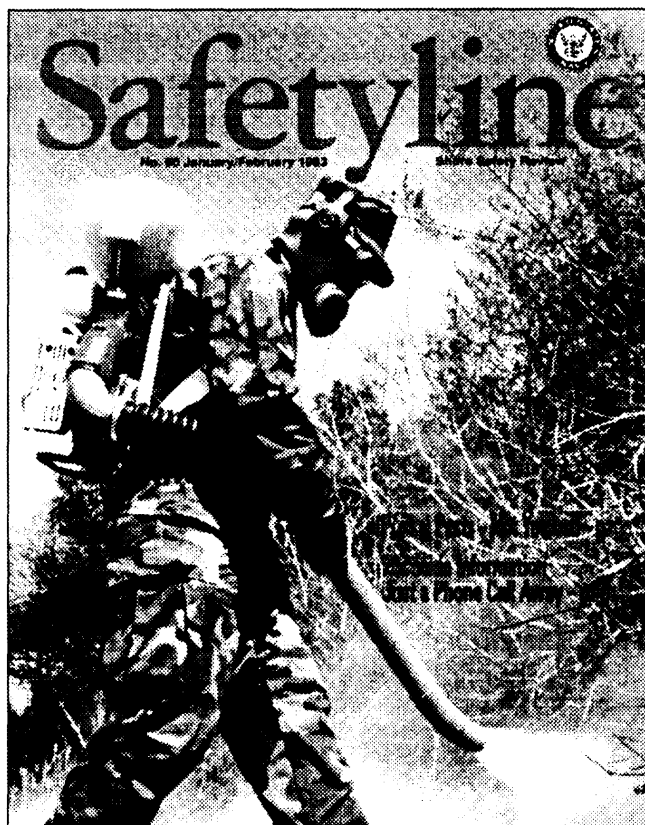


Figure 1-3.—Front cover of *Safetyline* magazine.

## AFLOAT SAFETY ADVISORIES

Safety advisories are sent out in message format and advise you of current and emergent safety-related items. The Afloat Safety Advisories are available from the Naval Safety Center, Naval Air Station, Norfolk, Virginia, on disk in WordPerfect 5.1 or ASCII format. Your command may contact the safety center for this disk at DSN 564-7634.

### SAFETYLINE

*Safetyline* is a shore safety review periodical in magazine form. It is published bimonthly by the Naval Safety Center in Norfolk, Virginia. *Safetyline* is approved as an official publication for distributing safety-related information. This information informs Department of the Navy personnel about current safety concerns and emerging developments within their area of expertise to enhance their professional development. Although the contents of this periodical are informative, they are not considered directive.

The *Safetyline* presents good articles on safety and is a beneficial addition to any shore-based ET shop library. Figure 1-3 is a sample front cover of *Safetyline*.

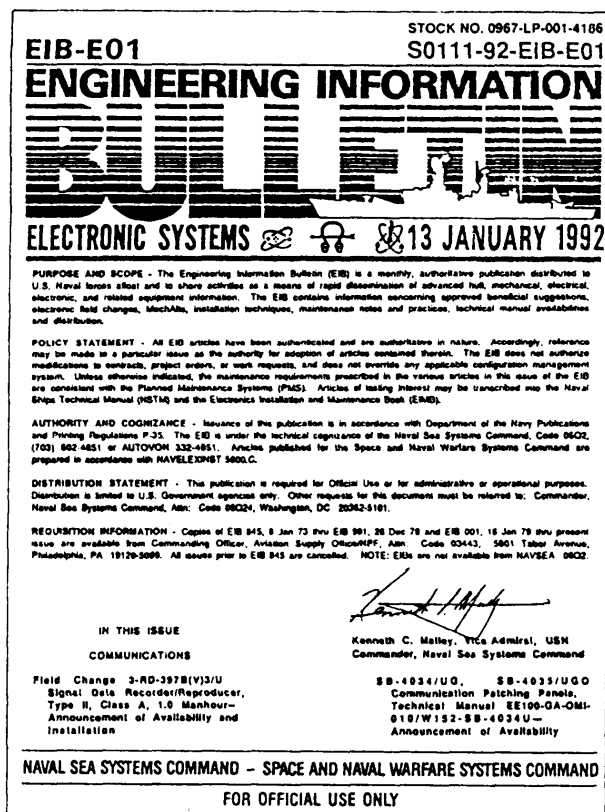


Figure 1-4.—Front cover of an EIB.

## ENGINEERING INFORMATION BULLETIN (EIB)

The EIB is a monthly, authoritative publication distributed to afloat and shore activities. It is a means of rapid dissemination of advanced hull, mechanical, electrical, electronic, and related equipment information. The EIB contains information concerning

- Approved beneficial suggestions
- Electronic field changes
- Installation techniques
- Maintenance notes and practices
- Technical manual corrections, availabilities and distribution.

Your ET shop should maintain a library of the EIBs for electronic systems for ready reference. It should also route all new EIBs to all personnel concerned with the topics for information and action.

You should familiarize yourself with the information contained in these periodicals. By doing so, you will help keep yourself current with changes to

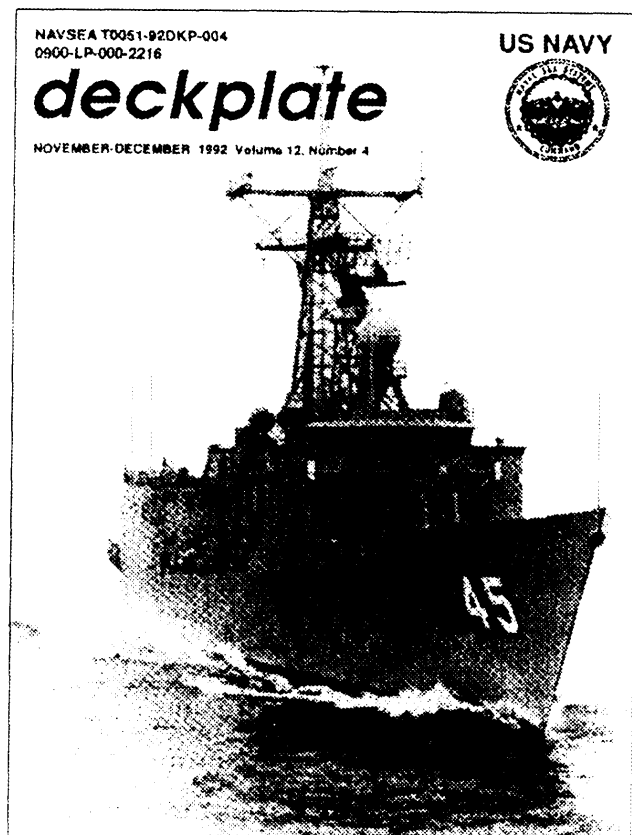


Figure 1-5.—Cover of *deckplate* magazine

equipment and procedures. Figure 1-4 is an illustration of a front cover of an EIB.

## DECKPLATE

*Deckplate* is published bimonthly and is a technical periodical in magazine form. It is published by the Naval Sea Systems Command (NAVSEA) and contains articles on design, construction, and repair of naval vessels and their equipment and other technical equipment and programs under NAVSEA command

The content of *deckplate* is considered as information intended for information purposes only. Do not regard it as information that alters or supersedes official regulations, orders, or directives. Figure 1-5 illustrates the front cover of *deckplate*.

## AIMS NEWSLETTER

The *AIMS NEWSLETTER* provides information to shipboard technicians and operators of AIMS systems. At present, it is printed only as needed. That is, when information is obtained and compiled by the Naval

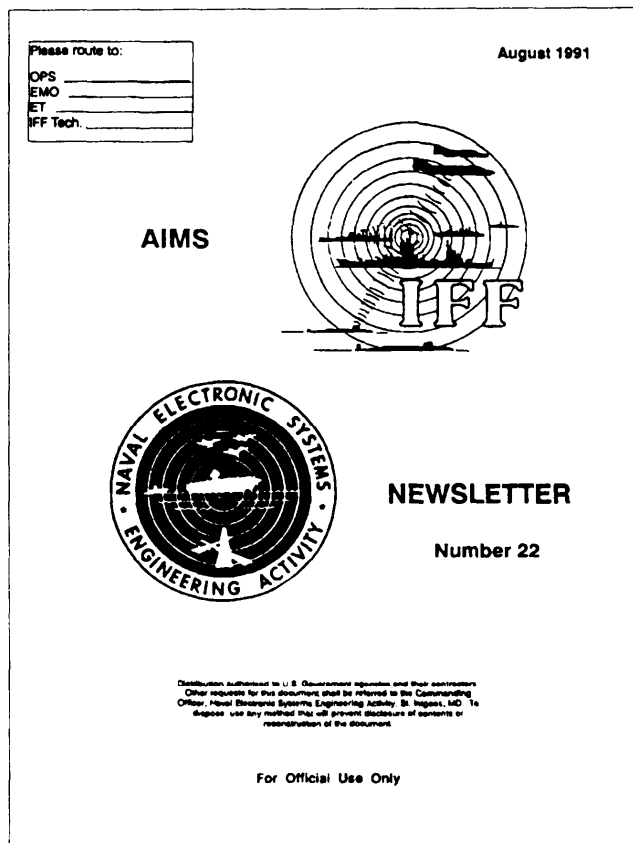


Figure 1-6.—Cover of an *AIMS NEWSLETTER*.

Electronic Systems Engineering Activity (NESEA), a newsletter is written and sent out.

To obtain back copies of the AIMS newsletters, contact the Naval Electronic Systems Engineering Activity (Code 2114), St. Inigoes, Maryland. You may also access an AIMS hotline if you have questions or problems concerning maintenance. The number for the AIMS hotline is DSN 326-3512, extension 8229. Figure 1-6 is an illustration of the front cover of an *AIMS NEWSLETTER*.

## ***FATHOM***

*FATHOM* is an afloat safety review periodical in magazine form. It is published bimonthly by the Naval Safety Center in Norfolk Virginia. *FATHOM* contains articles pertaining to safety issues of concern to surface and submarine forces and is distributed primarily to these forces. Figure 1-7 shows a front cover of *FATHOM*.

In the previous paragraphs we have discussed only a few of the periodicals that are available in the fleet.

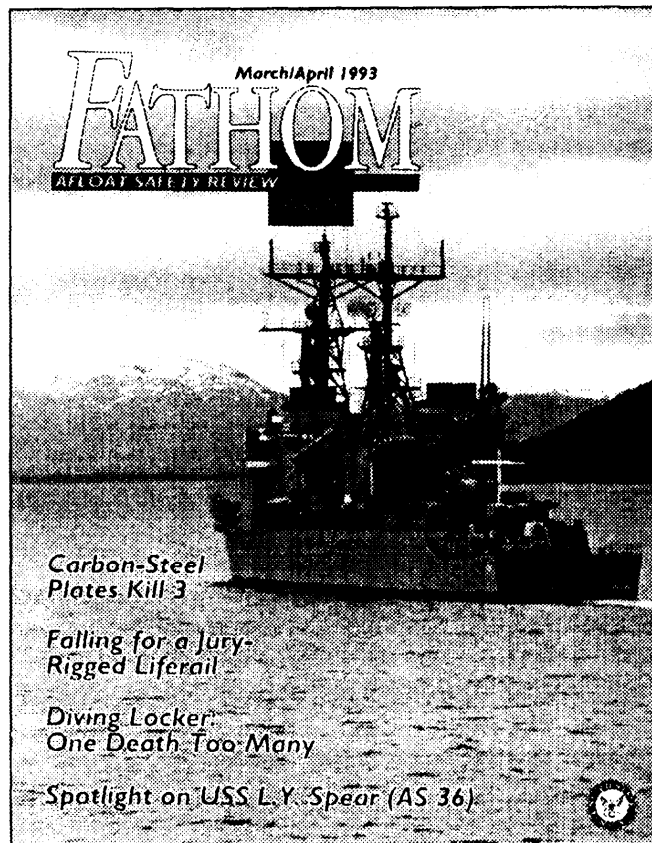


Figure 1-7.—Front cover of *FATHOM*.

You may want to use the technical periodicals to keep up to date with any changes that may occur to policy or equipment configuration. However, remember, that most periodicals are for information purposes only and do not change or supersede policies, directives, or instructions.

## **USING SOURCES OF INFORMATION**

Use bulletins, instructions, and periodicals to increase your knowledge of electronics. They are excellent sources for discovering new techniques in troubleshooting and testing of equipment, and for obtaining updates on safety procedures.

You can use individual command logs, such as those that we mentioned earlier, to keep an accurate history of equipment performance, and the location of test equipment.

You can also use the sources of information that we discussed above as training aids for new reporting personnel. New personnel can use the sources to bring themselves up to date on new procedures and troubleshooting techniques. In addition they can use the

log books to learn about the operating history of the equipment they are assigned to maintain.

## **MAINTAINING SOURCES OF INFORMATION**

Since sources of information are of great importance to every technician, there is a need to maintain, update, and care for all of them. In the remainder of this chapter, we will discuss how to care for the Electronics Technicians' primary sources of information.

### **SCHEMATICS**

Let's begin with the schematics that took you so much time to color code when you were in school, particularly in "C" school. The instructor for schematics gave you certain information that you thought would be valuable in the future. You probably put that information on your schematics. After "C" school, you may have referred to those schematics during certain repair procedures. The schematics became good reference material. If you still have the schematics, laminate them and make them part of your personal, professional reference library.

Now let's look at the schematics contained in your technical manuals. The first thing to remember is that the technical manuals in your shop are for every technician to use. Do not write on these schematics. If you do, you will probably confuse you shipmates when they need to use them. Often, these schematics tend to tear along the folds. Reinforce these areas with clear tape. Finally, be sure to fold the schematics neatly back into the technical manual when you have finished using them.

### **SHOP LOGS**

Far too often, shop logs become scratch pads or doodle pads. To ensure that this does not happen with your shop logs, place them on book shelves when you have completed your entries into them. Remember, these logs will contain information on equipment history that shipmates who arrive on board long after you have transferred may need to use.

### **PERIODICALS**

Periodicals such as the EIB and the *SHIPS SAFETY BULLETIN* should be kept in hard binders in chronological order. Keep these binders in a bookcase or shelf in your shop for everyone in the shop to use. As we mentioned before, these periodicals are filled with technical and safety information.

### **INSTRUCTIONS**

There are many instructions in the Navy, and to keep them all in your shop would be an impossibility. However, in many of these instructions, you will find pertinent information that pertains directly to the ET world, such as electronic safety, hazardous material control, and so on. When you come across this information, copy it and keep it in a binder for reference in your shop. Remember to keep this binder up to date as you receive changes to the instructions.

In this chapter we have discussed some of the reports, logs, and publications that will be helpful to you in your everyday job as a technician. You now have the responsibility to apply this information and to enhance your administrative skills. In the next chapter you will learn about the technical administration aspects of your job as an Electronics Technician.